

**CLOSED – This Request for Proposal
is for reference purposes only.**

Justice Bulletin

Montana Board of Crime Control

*A Publication of the Montana Board of Crime Control 3075 N. Montana, PO 201408 Helena, MT 59620-1408
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Request for Proposals (RFP)

#08-03(Z) Prevention and After-School Funding

New subgrantees must register online at mbcc.mt.gov
at least five (5) days prior to submitting the online application.

Proposal Deadline: May 4, 2008

Project Dates: July 1, 2008, to June 30, 2009

I. Introduction

The Montana Board of Crime Control (MBCC) is soliciting proposals to sustain existing Prevention and After-School Programs for at-risk youth as authorized by House Bill 677 and enacted by the 2007 Montana State Legislature. Approximately \$121,250 is currently available for after-school programs projected to start July 1, 2008. It is anticipated that up to five (5) projects will be funded; previously funded programs must demonstrate effectiveness through solid program evaluation and fidelity to a best practice program model.

II. Purpose of Grant

Quality after-school programs reduce risk factors and increase protective factors for at-risk youth. After-school programs keep children of all ages safe and out of trouble because they meet family needs by providing responsible adult supervision of children during non-school hours. Quality after-school programs also offer rewarding, challenging, and age-appropriate activities in a safe, structured, positive environment. Research has identified three major functions of after-school programs. Quality after-school programs provide supervision; offer enriching experiences and positive social interaction; and improve academic achievement (Fashola, 1999).

Successful applicants will deliver activities found in quality after-school programs. The following activities are delivered in quality after-school programs:

- Mentoring;
- Computer instruction;
- Homework assistance centers;
- College awareness and preparation;
- Activities linked to law enforcement;
- Employment preparation or training;
- Courses and enrichment in culture and the arts;
- Volunteer and community service opportunities;
- Drug and violence prevention curricula and counseling;

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- Language instruction, including English as a second language;
- Youth leadership activities (e.g., Boy Scouts, Girl Scouts, academic clubs); and
- Tutoring and supplementing instruction in basic skills, such as reading, math, and science [US Department of Justice].

III. Eligibility

Existing after-school/prevention programs including school districts, tribal government, non-profits, and units of local government may apply.

IV. Late Applications

1. New project applications that are received past the due date will not be considered during the current cycle.
2. For continuation projects, the first late application submittal will require appearance before the Prevention/Treatment Review Committee of the Board of Crime Control to request consideration. According to MBCC policy, the second late submittal requires the application be returned and not considered during the current cycle.

V. Funding Period

Funding period is July 1, 2008, through June 30, 2009.

VI. Limitations and Fund Use

Review this list carefully. If you have any questions, call MBCC prior to submitting your proposal.

1. Purchase of equipment must be integral and necessary for the project.
2. Construction, in general, is prohibited.
3. Land acquisition is prohibited.
4. Supplanting is prohibited.
5. Consultant costs must follow the applicable federal grant guidelines, Office of Management and Budget Cost Principles A-122, A-87, and state policy.
6. State rates are to be used for calculating mileage, per diem, and lodging. For more information go to mt.gov/doa and click on State Travel Information for travel policy/hotel listings. You may call Glenda Grover, Accountant, at 406-444-2085 for instructions regarding in-state or out-of-state travel.
7. Indirect costs are not allowable.
8. Pre-agreement costs are not allowable.
9. Rental costs are limited to the fair market value for similar facilities in your locality.

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10. General salaries and personnel costs are allowable; overtime cannot exceed 10 percent of the personnel budget.
11. Funds may not be expended or obligated prior to July 1, 2008.
12. Purchase or lease of vehicles is not permitted.
13. Mileage will be allowed at the current approved state rate.
14. If your agency received less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant.

Note: Agencies receiving \$500,000/year or more in total federal assistance will be required to have an audit performed in accordance with Federal Circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.

Note: Food and beverage items may be allowable if costs meet the following guidelines: 1) the food and beverage are incidental to a work-related event; 2) the costs are documented and reasonable; and 3) food and beverages are not directly related to amusement and/or social events. MBCC will approve such items only if the applicant justifies the expense as a clear benefit to the grant project.

VII. Special Requirements

Projects must begin July 1, 2008, and conclude on June 30, 2009.

All successful applicants for grant award funds from MBCC must agree to the following:

1. Submit quarterly reports in the prescribed format according to the MBCC time frames, providing data on the following minimum performance measure requirements for public and/or legislative audiences. It is expected that subgrantee programs have additional performance measures to be reported to MBCC.
2. Submit an annual report, which is the final quarter report. The report will summarize the year's activities, challenges, accomplishments, and an evaluation of the project.

Output Measures	Objective	Definition	Reporting Format
Number of collaborations developed	Increase community support for the program	Include all formal partnerships or coordination agreements	Number of Memoranda of Understandings or other formal partnerships developed
Number of youth served	Improve program activities	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.	Number of program youth carried over from previous reporting period, plus new admissions during the reporting period

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GPA	Improve pro-social behaviors	The number and percent of program youth who have exhibited a desired change in GPA during the reporting period.	A. Number of program youth served during the program period with increased GPA; B. Total number of youth served during the reporting period; C. Total = A/B
Number and percent of program families and youth satisfied with program	Increase community support for program	The number and percent of families and youth who report being satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	D. Number of family and youth affiliated with the program; E. Total number of program family and youth satisfied with the program during the reporting period; F. Total = A/B

VIII. Selection Process

MBCC staff will conduct an initial screening of the proposal to check for completeness of the application. Because these funds are for existing after-school programs, MBCC staff will follow up with a phone call for disclosure of funding information after the initial screening. Please be prepared to share funding sources for your after-school program. The fiscal staff and program manager will review the applications and summarize their findings to the Prevention/Treatment Review Committee of the MBCC for their recommendations.

The Prevention/Treatment Review Committee of the Board will review proposals during their May 2008 meeting. Immediately following the review of the applications by the Prevention/Treatment Committee, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Board.

The MBCC Board will review all of the Prevention/Treatment Review Committee's recommendations and make the awards.

IX. Awards and Appeal

If an application is recommended for denial, the applicant may appeal the recommendation to the full Board if there are substantive reasons. Notice of appeal must be made in writing to the Executive Director of the Board of Crime Control at least 10 days prior to the Board meeting.

Board actions are passed on to the successful applicants immediately following the Board meeting.

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X. Application Procedures

All subgrantees must register online at mbcc.mt.gov at least five (5) days prior to the May 4, 2008, application deadline. To register, select Grants, then Online Application. Registration instructions are available at the same site under Online Application Instructions. The MBCC email address is mbcc@mt.gov.

Assistance: If you need assistance in the preparation of the application, or if you have financial questions, please contact the following staff:

<u>Fiscal Staff</u>	<u>Phone</u>	<u>Administration Staff</u>	<u>Phone</u>	<u>Program Staff</u>	<u>Phone</u>
Glenda Grover	444-2085	Kristel Matchett	444-2002	Julie Fischer	444-2056
Don Merritt	444-2076				

Application Check List: Please refer to this checklist before submitting your application.

- | | |
|--|--------------------------|
| <input type="checkbox"/> Face Sheet | Online |
| <input type="checkbox"/> Executive Summary | Online |
| <input type="checkbox"/> Project Budget | Online |
| <input type="checkbox"/> Budget Narrative | Online |
| <input type="checkbox"/> Project Narrative | Online |
| <input type="checkbox"/> Special Assurances and Conditions | Online |
| <input type="checkbox"/> Signature Page | Online AND mail original |
| <input type="checkbox"/> Nonprofit Status | Mail original |
| <input type="checkbox"/> Letters of Support | Mail original |

Mail original copies of the signature page, letters of support, and documentation of nonprofit status to the following address:

Montana Board of Crime Control
3075 North Montana
PO Box 201408
Helena, MT 59620-1408

Deadline(s). Applications for **RFP #08-03(Z) After School Grants** must be submitted online on or before **May 4, 2008, at 5 pm**. Applicants are strongly advised to adhere closely to all deadlines and requirements. The inability to abide by deadlines is considered to be a significant reason to recommend denial of the application.

Receipt Verification. All applicants will be informed in writing that their application has been received and will be assigned a grant number and an MBCC contact person.

Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 3075 N. Montana, PO Box 201408, Helena, MT 59620-1408. Phone (406) 444-3604; FAX (406) 444-4722; TTY (406) 444-7099.